

January 2023



CMS Connection

Illinois Department of Central Management Services' Monthly Newsletter



Acting Director Anthony Pascente

DIRECTOR'S MESSAGE

As we review this past year, I would like to celebrate the collective efforts of this dedicated team. Much was accomplished, and we continue to strive to better serve the residents of the State of Illinois. Some key highlights include:

- Completed the decades-long goal of selling the James R. Thompson Center, helping to usher in the start of a new era of a revitalized LaSalle corridor in downtown Chicago savings. Relocated thousands of employees as part of the State's real estate optimization efforts. State agencies are starting a new chapter, in workspaces that are modern, inviting, accessible and reflective of the State's industry-leading space standards. These efficiency, space consolidation and cost avoidance efforts, will result in over \$900 million in taxpayer savings.
- Released from federal court supervision related to hiring practices due to the vacating of the 1972 Shakman Decree. The implementation of effective long-term policies and procedures will result in saving taxpayer dollars and ensuring state government can better serve the people.
- Expanded a Federal Surplus Program that aids veteran own businesses and non-profit entities by providing access to free equipment.
- Awarded a new Medicare Advantage Prescription Drug (MAPD) Provider for Retiree Medical and Prescription Drug Coverage that will result in a savings of slightly more than \$1 billion across the three programs administered by CMS.
- Earned the Aetna Workplace Platinum Level Well-Being Award for the second consecutive year for CMS's commitment to improving health and wellness opportunities for State employees.
- Awarded the State and Local Government Benefits Association (SALGBA) 2022 Public Entity of the Year Award for leadership in implementing innovative and cost savings programs for the employee and retirees of the State of Illinois.
- Transitioned executive agencies to a new, improved hiring process, designed to transform and modernize a paper-and-mainframe system into a state-of-the-art Human Capital Management system.
- Introduced numerous Inaugural Programs including: Who's Running Illinois Youth Symposium, State of Illinois Vendor Summit, Governor's Office Academy of Leadership (G.O.A.L.).
- Launched the Fair Access to Justice Speaker Series, bringing vital conversations about racism, implicit bias, and justice to the forefront, sparking rich dialogue to empower change.

To this great CMS team, you have accomplished tremendous things throughout this whole year. As we bid farewell to another fantastic year, I hope you continue to shine and work together. Wishing you all a prosperous and Happy New Year!

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EMPLOYEE OF THE MONTH - JANUARY 2023

Glen Minks, Internal Auditor, Bureau of Internal Audit



CMS would like to congratulate **Glen Minks, Internal Auditor** with the CMS Bureau of Internal Audit, as the first Employee of the Month for 2023.

The **Bureau of Internal Audit (BIA)** provides CMS independent, objective assurance and consulting services designed to add value by promoting a proactive risk control environment based on accountability, professionalism, expertise, open communication, and trust. BIA provides these services to CMS Bureau and as requested by other agencies.

Glen is an Internal Auditor and specializes in statutory mandates and rules changes implemented by the **Joint Committee on Administrative Rules (JCAR)**, which is a bipartisan legislative oversight committee created by the Illinois General Assembly. He tracks all new public acts and determines what agencies they apply to. Glen has been working in this area since January 2019. These audits provide agencies opportunity to address weaknesses before an external audit and ensures that if any new mandates are added in a legislative session, an agency is made aware and implementing them in accordance with an auditor's view of the mandate.

Over the last few years, Glen has been appointed to the **Interagency Committee on Employees with Disabilities (ICED)**. In this role, he is the Chair of two ICED subcommittees, with goals to convene leaders in charge of Reasonable Accommodation and EEO programs to garner ideas on specific initiatives and improvements that should be addressed statewide.

Additionally, Glen coordinated the last **Fiscal Control and Internal Auditing Act (FCIAA)** checklist update, which is generally used by all state agencies, universities, authorities, legislative bodies, and constitutional offices. Glen did significant legwork to

put together the entity risk assessment portion, which ensured the State of Illinois has one of the best internal control checklists in the country.

"Glen is always a positive person to work with. Everyone on the team enjoys working with Glen and he is transitioning well into being a leader in our Bureau," said Jack Rakers, CMS Deputy Director, BIA, **"He always is willing to pitch in and lend a hand on work assignments."**

The auditing function is critical to ensure transparency and accountability in government. Glen's open and accessible approach has proven invaluable in fostering engagement in this process.

Congratulations, Glen Minks!



CMS Employee of the Month

Do you have a CMS Team member who is doing exemplary work? Would you like to nominate them to be recognized?

We welcome you to nominate a fellow CMS employee for the Employee of the Month award. As the name implies, we are looking for those CMS employees who routinely go above and beyond, take pride in their work, provide excellent customer service, strive to do their very best and are great colleagues and teammates for the rest of us.

The [CMS Employee of the Month Nomination Form](#) and additional details are available on the CMS intranet site.

All nominations should be e-mailed to CMS.EOTM@illinois.gov.

CMS Team Happenings! New Hires & Promotions & Retirements



A warm welcome, congratulations and good wishes to our CMS Team!

New Hires – Welcome!

Peter Gribble, Agency Services

Darrick Hibbler, Bureau of Strategic Sourcing

Araceli Morales, Director's Office

Ryan Davis, Personnel

Jill Kilroy, Personnel

James Burke, Property Management

Harold Lindsey, Property Management

Jean Martinez, Director's Office

Sena Hashman, Director's Office

Retirements – Best Wishes!

Gene Beler, Property Management

Crystal Filson, Personnel

William Gass, Director's Office

Charlene Powers-Walsh, Property Management

SAFETY CORNER

Winter is Coming!

Prepare your ride not to die...

Most car failures happen in the winter season. The cold weather accelerates wear on an already failing part or system. Here are some basic checks you can do to get your vehicle through the winter safely and hopefully extend its lifespan. This information mostly applies to gasoline and diesel vehicles. This is by no means a comprehensive guide but should cover some of the common failure points.



Tire Pressure

Check your tire pressure and pump back to factory specified psi (in owner's manual). Cold weather generally causes tire pressure to drop which can lead to dangerous handling in wintery conditions.



Engine Coolant

In the winter, the engine coolant (antifreeze) is literally the lifeline for you and your car. The engine coolant flows through the engine to keep it from overheating but also flows through a secondary radiator called a heater core. This provides you and your occupants with heat when you turn on the climate control. Check the coolant level in the reservoir or radiator and also examine the hoses (if they are visible). Always use the coolant type specified for your vehicle, should be in the owner's manual. If you find yourself constantly refilling the reservoir get the system diagnosed ASAP! **If you are on the side of the road due to a cooling system failure you will have no heat.**

Battery

It's bitter cold and you go to start your vehicle and the ignition just clicks... The most common time for a car battery to fail is in the winter. If your battery is older than 5 years old you should think of a replacement.

How to jump start a car (traditional method)

If you are using jumper cables and using a helper vehicle the procedure to hook the vehicles together is: positive (red) to dead vehicle battery, positive to live vehicle, negative (black) to dead battery, negative to live vehicle. If you are using a portable jumper pack the positive clamp from the jumper pack goes to the positive battery terminal, negative from jumper pack to negative terminal.

Jumping a vehicle that doesn't have the battery under the hood

These types of vehicles most likely have jumper ports (common on euro cars). Refer to the owner's manual and identify the positive jumper port as seen in Figure 4.



Pull the cover off and clamp the positive to the nut (Figure 5)



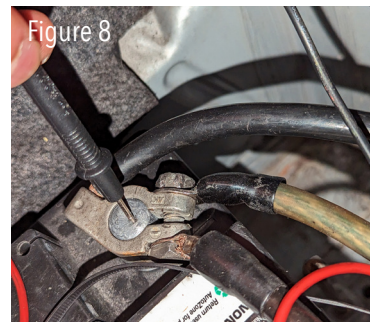
The negative terminal needs to go to a strong ground. A metal portion of the car that is connected to the body. Sometimes a good ground can be on the engine itself. In this vehicle the ground that was selected was the shock tower nut (Figure 6).



Check the charging system

The alternator recharges your battery as you drive. If your alternator fails the car will consume the battery power until eventually the vehicle dies. Most auto parts store will check your battery and charging system for free. If you have a volt meter you can quickly check whether your alternator is functioning properly yourself. To do this check start up your car and take the volt meter to the battery or the jumper ports under the hood.

First turn your volt meter to DC Voltage. Touch red lead to positive and black lead to negative (Figures 7 and 8).



A voltage reading of 13.5 to 14.5 volts indicates a properly functioning charging system (Figure 9). Anything less, you should get your charging system checked out.



Keep your fuel tank close to full

In the winter your gasoline is more prone to absorb moisture which in turn can lead to phase separation in ethanol mixed fuel. If you car has been sitting for a few days this can lead to an engine that runs rough or even a failure to start. By keeping the tank full you are minimizing the amount of air and moisture that could potentially contaminate your fuel. If your vehicle is used everyday this is less of a concern.



BENEFIT CORNER Wellness Webinars

Running on E: Adding Energy and Passion to Your Work and Life

Wednesday, January 4, 2023, from 12:00 – 1:00 PM CT



Join this webinar to:

- Learn how to add commitment to your life.
- Learn the high energy zone.
- Learn the anxiety zone.
- Learn ways to add fun to your workday.

[Register – Running on E](#)

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After the Holidays: Managing the Debt

Wednesday, January 18, 2023, from 12:00 – 1:00 PM CT



Join this webinar to:

- Learn ways to budget effectively to pay off existing debt.
- Learn which items should be paid off first.
- Learn how to prepare for next year's holiday expenses.
- Learn ways to shop economically both at stores and online.

[Register – After the Holidays: Managing the Debt](#)

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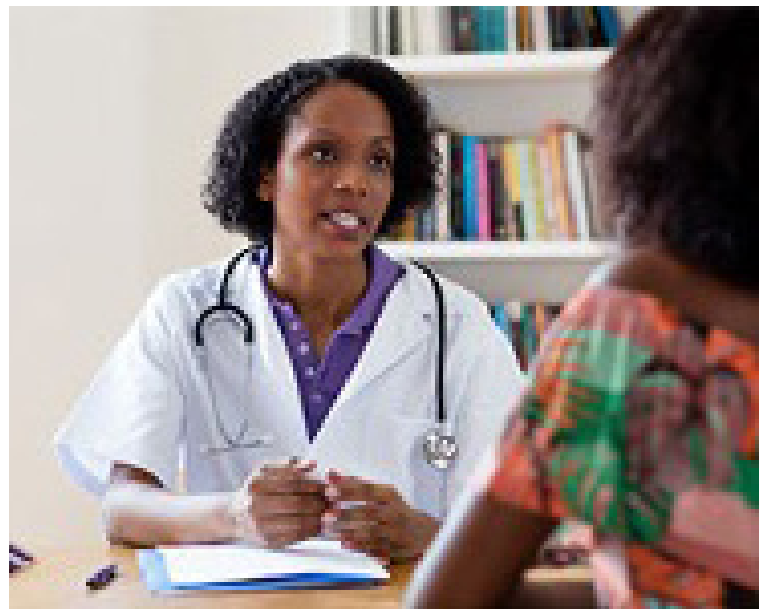
Wellness Podcasts

Cervical Health and Wellness

January's focus is on Cervical Health Awareness and the *Hally Healthcast* has a special panel discussion about early detection, preventive measures and the importance of women's health and yearly appointments. Our featured guest is Nicole McCoy, a Prenatal Nurse and Pediatric Care Coordinator at Health Alliance.

[Click Here to Listen to Cervical Health and Wellness](#)

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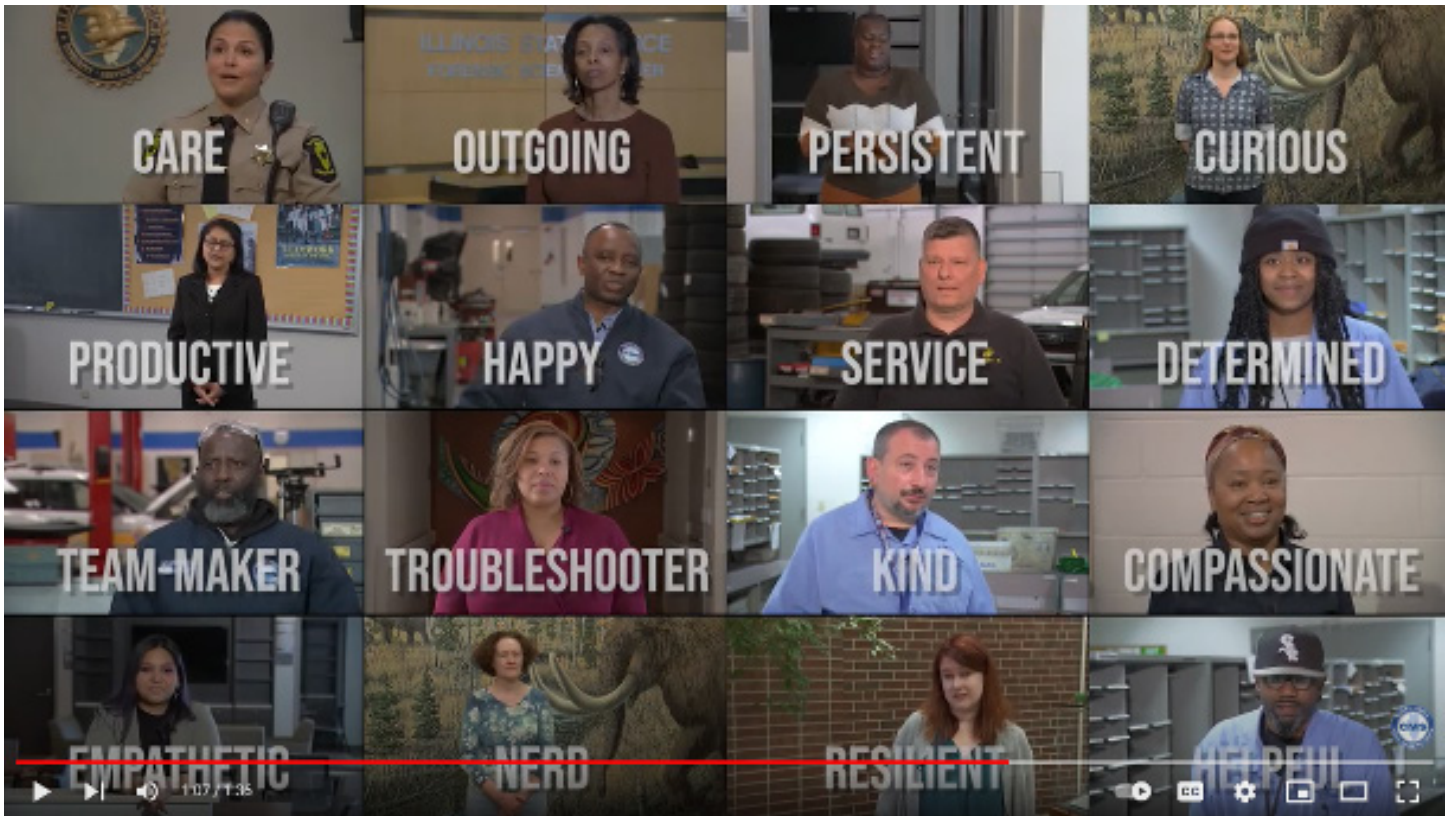


CMS YouTube Channel

Did you know? [CMS has a YouTube Channel!](#)

We asked employees throughout the State to give us ONE WORD to describe themselves....

check out what they said on the [CMS YouTube Channel](#).



Key Dates



January 1
New Years Day



January 16
Martin Luther King Jr. Day



Office of the Director, Anthony Pascente (217) 782-2141

To learn more and keep up
with CMS, visit us online.

